

**Minutes of the Disability Access Committee Meeting  
held at the Home & Community Care Centre, Albion Park  
on Wednesday 10 May 2017 commencing at 10:05 am**

**Present:**

Mayor Councillor M Saliba	Shellharbour City Council
Mr Alex Traill	Community Representative
Ms Luise Bourne	Community Representative
Mr Mario Russo	Community Representative
Ms Melissa Smith	Community Representative
Mr Alan Morrison	Essential Employment & Training

**In Attendance:**

Ms Lauren Peters	Acting Manager Community & Cultural Life
Ms Narelle Williams	Community Development Officer
Mr Kyle Stevens	Senior Assets Officer
Mr Sam Robinson	Trainee Civil Engineer
Ms Julie Larsen	Agenda / Administration Officer

**Acknowledgement to Country**

Shellharbour City Council acknowledges the Traditional Owners and Custodians of the Land on which we are meeting and pays its respects to Elders past and present.

**1. Apologies / Leave of Absence**

An apology was tendered on behalf of Mel Gorman and Cr Stewart.

COMMITTEE RECOMMENDATION: Bourne / Russo

That the apologies as tendered be accepted.

**2. Confirmation of Minutes**

**Disabilities Services Advisory Committee Meeting 8 March 2017**

COMMITTEE RECOMMENDATION: Smith / Russo

That the Minutes of the Disability Access Committee Meeting held on 8 March as circulated be taken as read and confirmed as a correct record of proceedings.

### **3. Staff Reports**

#### **3.1 Access and inclusion items requiring input outside of Committee meetings (10868682)**

##### **1. Ride Around the Lake**

Council was approached on 24 April to temporarily remove the bollards at the Koono Road bridge to enable para-cyclists to participate in the Ride Around the Lake.

Unfortunately, Council was unable to meet the request on this occasion as the bollards in question are cemented into the ground in some places and temporary removal is not possible in this situation.

Council Asset Officers will be organising a meeting with relevant teams to discuss Council's future direction in relation to placement of bollards at pathways, as well as the need to retrofit accessibility compliant bollards in certain locations.

COMMITTEE RECOMMENDATION: Smith / Bourne

1. That Mario Russo and Alex Traill attend any meetings to discuss the future direction and retrofit of bollards at pathways.
2. That the DAC recommend that Council investigate improvements to Slaters Bridge as a capital works funded project.

CARRIED UNANIMOUSLY

##### **2. Development Application referral for demolition of existing structure, construction of residential flat building**

The Community Development Officer – Access and Participation has provided a response to this matter. She invited any committee members who are interested to view the DA after the meeting.

##### **3. Walk to raise awareness of disability**

Council has been approached by a disability organisation to partner in a walk to raise awareness of disability. Preliminary discussions are being held on the matter.

Melissa Smith suggested that it would be more appropriate to call the walk "Walk for Inclusion".

COMMITTEE RECOMMENDATION: Russo / Bourne

That:

1. Other Disability Services organisations be invited to participate in the organising of the event from the start.
2. The walk be held Sunday 3 December 2017 beginning at 10.00am and travel along Reddall Parade.
3. Council officers investigate the cost implications for the event.

**3.2 Update on action from staff report from the meeting of 8 March 2017 (10868703)**

**1. Access and Inclusion Plan (10838801)**

The draft DAIP was presented to Council at their meeting of 11 April and is now on public exhibition. The public exhibition period closes on 11 May.

If no relevant submissions are received during the public exhibition period, the DAIP will be adopted without a further report to Council.

**2. Disability Access Committee – Terms of Reference (10838801)**

The structure of the terms of reference was reviewed at the last meeting. These comments have been included in the review of the terms of reference.

The Committee was asked to review the charter and objectives of the Committee at this meeting and agreed to the following changes.

Charter

Current Charter	Proposed Charter
The Committee's role is to provide advice to Council and make recommendations that aim to improve the lifestyles of people living with disabilities, or those that care for them, and to advocate for better access to the physical environment, to services and to decision making activities	Replace with: The Disability Access Committee (DAC) will advocate on access and inclusion issues and priorities to maximise opportunities for people with a disability and their carers living or visiting the City.

Objectives

Current Objective	Proposed Objective
To advise and educate Council and the broader Shellharbour community on access and inclusion issues.	Replace with: To advise and educate Council and the broader Shellharbour community on access and inclusion issues.  To advocate on behalf of people with disabilities on issues impacting on their ability to live, work and play in Shellharbour.
To assist Council in the development of its Disability Strategic Plan (DSP) and policies relating to issues of access and inclusion.	Replace with: Monitor, implement and review the Disability Access and Inclusion Plan (DAIP).
Identify annual priorities for action in the DSP and Bus Stop Improvement Plan and monitor the progress of actions.	Replace with: Identify annual priorities for action in the DAIP and Bus Stop Improvement Plan and monitor the progress of actions.
To liaise with Council staff to ensure that all of Council's policies, procedures and programs allow for full access and participation.	Replace with: To liaise with Council staff to ensure that all of Council's policies, procedures and programs allow for full access and inclusion.
To promote awareness within Council and the community of issues related to living with disabilities.	Replace with: To be a voice for people with disabilities on issues relating to access and inclusion in Shellharbour.

COMMITTEE RECOMMENDATION: Bourne / Smith

That the Committee's proposed changes to the Charter and Objectives of the Terms of Reference, as listed above, be adopted.

CARRIED UNANIMOUSLY

**3. Potential for awards that recognise good business for people with disabilities (10838805)**

A sub-committee met to further discuss the issue. The committee considered the recommendations from the sub-committee.

COMMITTEE RECOMMENDATION: Bourne / Russo

That Council promote state and national disability awards within the local government area.

CARRIED UNANIMOUSLY

**4. Beach Wheelchair Signage (10838840)**

A final copy of the beach wheelchair sign was attached to the business paper. The Beach Lifeguard Supervisor advised that the sign will be in place prior to the commencement of the swimming season in September 2017.

A sign for the beach wheelchair at Warilla Beach has also been ordered.

This matter is now closed. Remove from next agenda.

**Business Arising:**

The Mayor informed the committee that the Warilla Beach wheelchair is missing. The Mayor has met with the Director Amenity and Assets who advised that a replacement chair will be purchased from the Council Sustainability Division budget. It will be in place prior to the commencement of the swimming season.

Security and access arrangements will be similar to those being implemented at Shellharbour North Beach.

This matter is now closed. Remove from next agenda.

**5. Request from Resident (10838895)**

Lack of footpath to traffic light at the intersection of Lake Entrance Road and Captain Cook Drive, Barrack Heights.

At the Traffic Committee meeting held 3 May 2017 the Roads and Maritime Services advised that a works order has been issued by them for this work.

This matter is now closed. Remove from next agenda.

**6. Live, Work, Play Conference (10838896)**

Two DAC members will attend the conference on the 17<sup>th</sup> and 18<sup>th</sup> of May.

The Community Development Officer – Access and Participation has been invited to speak on the process of creating the Disability Access and Inclusion Plan at the conference.

## **7. Accessible Icon Project**

The guest speaker from the Everyone – Accessible Icon Project was advised of the recommendation from the previous meeting.

This matter is now closed.

## **8. Roo Theatre**

Lack of accessible seating.

This will be updated as part of the Disability Projects Table Update.

Action: Asset Officer to investigate the requirements and feasibility for the installation of accessible seating at the Roo Theatre.

## **4. General Business**

### **4.1 Development Applications requiring input from the Committee**

Nil

### **4.2 Outstanding Actions (10869562)**

Kyle introduced Sam Robinson who is a Trainee Civil Engineer. He is assisting with projects in the Assets department.

#### **No. 22 - Elliot Lake Bridge – Access (Priority 6)**

A cyclist using a three-wheeled bike has requested the curve leading up to the Elliot Lake Bridge be widened to make a smoother curve after a recent accident.

**Action:** This has been determined to be a Capital Works issue rather than a disability access issue. It is to be referred to Capital Works for action.

No further action required. Remove from next agenda.

#### **No. 30 - Pathway shared between Church Street and Macquarie Street, Albion Park (Priority 8)**

The footpath / sharepath between Church Street and Macquarie Street has now been repaired as a maintenance matter.

**Action:** Council officers to check the width of the pathway at this location.

**No. 31 - O'Gorman Street Albion Park in the vicinity of Warrigal Care – request for layback at Drop off / pick up zone (Priority 10)**

The requested layback has been completed. Remove from next agenda.

**No. 32 - Addison Street, Shellharbour – Garden bed encroaching onto accessible parking space (Priority 1)**

A garden bed has been placed inside the marked disabled parking space on Addison Street opposite the Ocean Beach Hotel in Shellharbour Village. A proposed design for improvements was tabled at the meeting.

**Action:** Asset Officer to ensure that line marking clearly indicates that the access ramp must remain clear at all times.

**No. 34 Kerb Ramp at the rear of The Central Hotel**

A proposed line marking design was tabled at the meeting. The works order needs to be revised to include line marking on the road surface as well as the gutter.

**Action:** That line marking be installed as a matter of urgency.

Note: Melissa Smith provided comments regarding the policy for family advocates in hospitals at this point in the meeting as she had to leave. They are provided below under Outstanding Items.

**No. 39 Shelters at Picnic Tables**

The Committee has agreed to the provision of a shelter above the accessible picnic table near the Beverly Whitfield Pool.

**Action:** The Senior Assets Officer to add this to the Disability Access Projects Table for Bus / Other Projects list as a funded project.

The Committee also requested costings on the provision of shelters for the new accessible picnic tables provided between Little Park and Beverly Whitfield Pool for consideration. The costing will include concrete slab plus the shelter.

**Action:** The Senior Assets Officer to provide costing to the next meeting. Work to proceed.

**Other Outstanding Actions**

**Fisher Street, Oak Flats – Car Park**

Work has been completed. Remove from next agenda.

### **Policy for Family advocates in hospitals**

The committee agreed to write to Shellharbour Hospital to determine whether they had a policy addressing the ability of a family advocate to support people with a disability whilst at Shellharbour Hospital and to advocate for the development of a policy if one doesn't exist.

Melissa Smith informed the committee of her positive experience with volunteer advocates at the Royal Children's Hospital and Royal Women's Hospital in Melbourne.

She suggested that it might be worthwhile to investigate that model for implementation in the Illawarra.

**Action:** That the Community Development Officer write to Shellharbour Hospital in support of implementing a policy for family advocates for people with a disability.

### **Croom Stadium parking**

**Action:** The Senior Asset Officer will investigate improvements to parking at Croom Stadium including providing another accessible space on the top level and the possible availability of Section 94 funds to fund improvements.

### **Deakin Park access to Lake Illawarra**

The pathway that has been installed does not go all the way to the carpark.

**Action:** The Senior Assets Officer will investigate provision of an extension of the footpath to the carpark.

### **Bus stop improvements**

The Senior Asset Officer advised that he has contacted Premier Illawarra and Bus Route 77 will be the next route to be scoped for bus stop improvements.

Note: Mario Russo left the meeting at 11.20am

The Senior Asset Officer went through the updated table. See Table attached to these Minutes.

Items 38 to 41 have been approved.

## **4.3 Feedback from other Council Meetings**

Nil



#### **4.4 New Business**

The Trainee Civil Engineer advised that he has received a request for a footpath to be installed to the basketball courts at Albion Park Community Centre. The section involved currently is covered by loose rocks.

The committee agreed that it is a Capital Works issue rather than a Disability Access issue.

**Action:** Council officers to investigate this.

#### **Accessible parking at Reddall Reserve – western side of the Windang Bridge**

Alex Trill reported that it appears that line marking at the accessible parking spot at this location has been incorrectly replaced with the access through the bollards to the footpath now located in the ordinary parking space instead of the accessible space.

**Action:** Council officers to investigate and undertake remedial action as appropriate.

#### **Path from Warilla Bowls and Recreation Club to Jason Avenue**

The Community Development Officer advised that Mario Russo had raised a concern regarding access from Warilla Bowls and Recreation Club to Jason Avenue. It is unclear whether this is private property or the property of the club.

**Action:** Council officers to investigate the connection at this location and ownership of affected land.

#### **Benson Avenue – review of traffic conditions**

At the 30 November 2016 meeting it was recommended that a review of traffic conditions on Benson Avenue be conducted regarding the viability of a pedestrian crossing being provided where the current pedestrian refuge is located.

A meeting was held to consider options and it was considered that the installation of a pedestrian crossing would not assist pedestrian safety at this location. It was determined that the best treatment is in place.

No further action required.

#### **Access to Aldi from Pine Street, Albion Park Rail**

The Community Development Officer advised that a number of residents have asked if there a pathway installed where the steps are.

**Action:** Council officers to investigate.

### **Services for people who are Deaf**

The Community Development Officer advised that a person had presented at customer services and experienced difficulties in obtaining assistance.

She suggested that a review of how Council is accessing interpreting and relay services needs to be conducted. The possibility of linking via skype is an option. She is organising a meeting with the new worker from the Deaf Society and representatives from other local councils to progress the matter.

The Community Development Officer asked Alan Morrison from Essential Employment & Training about their experience.

He agreed it is a difficult issue particularly in obtaining assistance in a timely manner. Accessing an interpreter through Skype could be a good option.

### **New Civic Centre**

The Mayor updated the committee on progress of the building of the Civic Centre. There will be an Open Day the first weekend in September with an official opening later in the year.

## **5. Next Meeting**

12 July 2017

**Meeting closed 11.40 am**

CONFIRMED as a correct record of proceedings at the Disability Access Committee Meeting held 12 July 2017.

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General Manager

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Chairperson

**SHELLHARBOUR CITY COUNCIL**

Disability Access Committee Meeting – 10 May 2017

**Attachment 1 – Disability Access Projects Table for Bus Stops**

The following table includes projects recently completed, current funded projects and unfunded projects. For details on project completed prior, see previous Disability Access Committee Meeting Minutes.

DSAC Project Ref.	Approved by DSAC	Category	WO (if applicable)	Project Description	Project Status
B14	Not Approved	Bus Stop	TBC	Bus Stop Upgrade - Wattle Rd, Shellharbour - Sth-Wst Side/ Myimbarr	Awaiting completion of adjacent development. Investigate after development.
B15	Not Approved	Bus Stop	TBC	Bus Stop Upgrade - Tongarra Road, Albion Park - Sth Side/ Albion Park School	Investigation Required - User demand to be determined (priority 3)
B16	Not Approved	Bus Stop	NA	Bus Stop Upgrade - Shellharbour Road, Barrack Heights - Near Roberts Ave	No Action
B20	2014/15	Bus Stop	0017930	Bus Stop Upgrade - Southern Cross Bvd, Shell Cove.	Sent to design (20/01/2016) Design is now in progress
B21	2014/15	Bus Stop	0017937	Bus Stop Upgrade - Baragoot Road, Flinders Inst. footpath connections, kerb ramps and tactile	Sent to design. 20.01.2016 - Design is now in progress
B27	25/11/2015	Bus Stop	0017922	Bus Stop Upgrade - South East side of Dawes Park, Barrack Heights	Design Complete, City Services are currently preparing a quote to undertake the work (04/04/2017).
B28	25/11/2015	Bus Stop	0017919	Bus Stop Upgrade - 95 Shellharbour Road, Warilla	Quote Approved (04/04/2017), City Services to program construction
B30		Bus Stop	0017940	Bus Stop Upgrade - Terry Street, Albion Park	(priority 2)

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Disability Access Committee Meeting – 10 May 2017

**Attachment 2 – Disability Access Projects Table for Bus Other Projects**

The following table includes projects recently completed, current funded projects and unfunded projects. For details on project completed prior, see previous Disability Access Committee Meeting Minutes.

DSAC Project Ref.	Approved by DSAC	Category	WO (if applicable)	Project Description	Project Status
O4	23/08/2016	Beach Accessibility	C002226	Reddall Reserve Disability Access Ramp	CS has contracted out the work to push for it to be completed by the end of this financial year. \$ 42,807
O14	Not Approved	Footpath	NA	Footpath - Holm Place, Shellharbour City Centre - Install new footpath, Wst Side/ KFC to Aldi (Shellharbour)	No Action - Works are proposed to be undertaken under S94
O16	Not Approved	Seating	TBC	Seating - Albion Park Community Centre, Albion Park - Install picnic tables out the front of the community centre	Investigation required - Further to this we have had a request to install footpath/ clear access to the basketball court at the same community centre.
O17	11/05/2016	Buildings	TBC	Yovelton House/ Koori Men's Group Handrail inside the men's bathroom and handrail at the back steps (within heritage requirements)	(priority 3)
O19	2014/15	Footpath	0018473	Wattle Rd Access Improvements (intersection Wattle/ Baragoot)	Construction Folder to be prepared by the design team (requisition sent 8/05/2017). Funding by DAC \$5,000 & Council AIP \$15,000
O21	11/05/2016	Footpath	0017562	Shop Access - 132 Burdekin Drive/ Delecia Ave - K&G & footpath	Sent to city services for quote (16/03/17) Investigating status of bond taken from original development
O22	11/05/2016	Footpath	NA	Shared Path - Elliot Lake Bridge, Warilla - Widen the path on the Sth side of bridge to	(priority 6) Design on hold - feedback from DAC required compliance with AS1428

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				provide a smoother curve	
O23	11/05/2016	Footpath	TBC	Share Path Access - Madigan Boulevard to Reddall Pde, Mount Warrigal - access to cycleway along Reddall Pde	Assets to prepare and send Design Requisition.
O24	11/05/2016	Footpath	0017992	Share Path Access - Konrads Road to Reddall Pde, Mount Warrigal - Investigate provision of safe access to cycleway along Reddall Pde	Construction Folder Ready. Get CS to Estimate Cost (6/4/17) Sam Robinson
O28	11/05/2016	Footpath	TBC	Shared Path - Spoonbill Place, Albion Park Rail - Steel Gate Entrance investigate options	(priority 7) Assets to create and issue work order
O29	Not Approved	Footpath	NA	Footpath - Carvele Crescent, Shell Cove	Onsite Investigation Undertaken. Investigation of the requirements under the DCP to be confirmed.
O30	11/05/2016	Footpath	TBC	Footpath - between Church Street and Macquarie Street, Albion Park - Poor condition and req investigation	(priority 8) Investigation Undertaken. Confirm with Barry Beazley if this is in the 2017/18 CWP. (see Barry Beazley). Tree roots are lifting up the path. Bollards required to stop motor bikes are at the entrance. Measure pram ramp width.
O31	11/05/2016	Footpath	0016572	Kerb Ramp - O'Gormans Street, Albion Park (near warrigal care) - request addition of layback at drop off pick up location	(Priority 10) Works Complete
O32	11/05/2016	Parking	TBC	Parking - Addison Street, Shellharbour - Garden bed encroaching onto accessible parking Space. Does it meet disability standards?	(priority 1). The current accessible parking bay is 7.45m by 2.8m. Current Standards require accessible parking bays to be 7.8m by 3.2m. Line marking plan to be prepared
O33	11/05/2016	Buildings	0017476	Amenities - Shellharbour (Nth Beach) - Remove lockable gate from accessible toilets.	Work Complete

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O34	20/07/2016	Parking	TBC	Accessible parking Memorial Drive & Kerb Ramp on Bimbala Place, Shellharbour City Centre	Investigation Undertaken Line marking plan to be prepared . Diagonal lines in front of ramp the width of a car. Line mark car spots around it.
O35	20/07/2016	Buildings	TBC	Recharge Scheme	Council is happy to have the Recharge Scheme at the HACC Centre, Croome Stadium, Blackbutt Youth Centre, Flinders & Shell Cove Community Centre Works will require a charge point suitably located. Courtney Kadwell to finalise Scope
O36	Not Approved	Footpath	0016528	Intersection crossing of New Lake Entrance Road and Captain Cook Drive.	Works programmed with City Services.
O37	Not Approved	Footpath	0017567	Intersection of Wattle Road and Jindabyne Road Crossing rectification	Design Complete, Sent to CS for quote (17/03/2017)
O38	Approved	Amenities	0017470	Amenities - Shellharbour (Little Park) - Remove partition wall and fix latch from accessible toilets.	Work Order issues to City Services
O39	Approved	Open Spaces	TBC	Picnic Table Shelter - Shellharbour Foreshore (across from Beverly Whitfield Pool)	Getting a quote from CS
O40	Approved	Footpath	TBC	Access Improvements Mackenzie Ave Shops to Reddall Pde	Construction Folder is being prepared
O41	10/05/2017	Open Spaces	0017473	Reddall Reserve Jetty - c connection plate	Work Order issued (Stan)
O42	Not Approved	Parking		Croom Stadium parking- Steep slope from parking to entrance. Hand rail? Additional accesible parking space on the top level at the grass area near the entrance.	
O43	Not Approved	Footpath		Deakin Park access to Lake Illawarra- Pathway does not go all the way to the carpark. Extend footpath?	

**SHELLHARBOUR CITY COUNCIL**

Disability Access Committee Meeting – 10 May 2017

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O44	Not Approved	Parking		Reddall Parade accessible parking- Pram ramp in incorrect location in relation to the accessible parking space.	
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